

ADMINISTRATIVE - INTERNAL USE ONLY

Personnel

1 JUN 1981

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 C/ADMIN
 201 F.F.F.
 EXEC. REG.

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

FROM: [redacted] Director, Foreign Broadcast Information Service

STAT

SUBJECT: Request for Advance In-Hire for [redacted]

STAT

1. Paragraph 5 contains a request for your approval.
2. [redacted] is an applicant FBIS would like to hire as a part-time contract secretary in the FBIS, Operations Group, Amman Bureau. STAT
3. [redacted] worked for the Agency as a contract secretary at another field assignment for a year and received an overall rating of 5 on her performance appraisal report. She has excellent secretarial skills as well as the maturity and demonstrated responsibility to handle diversified, sensitive duties. STAT
4. She has indicated her salary requirement to be equivalent to GS-06, step 1, \$13,672 per year. FBIS is not willing to go to the GS-06 level but is willing to meet her dollar requirements for the following reasons:
 - a. The current focus on Israel-Syria missile crisis demands a fully operational FBIS field bureau in Amman.
 - b. [redacted] is the only local applicant prospect fully cleared by this Agency. STAT
 - c. [redacted] is able to begin working immediately. STAT
 - d. [redacted] performed unique, sensitive duties with the utmost discretion and reliability in her last assignment with the Agency, and she therefore has the necessary maturity and abilities to do an outstanding job in Amman. STAT
 - e. The position was previously occupied by a part-time GS-07 employee.

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5. In light of the above, this is to request permission to
hire at the GS-05, step 4 level, \$13,493 per year.

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CONCUR:

Deputy Director for Science and Technology

Date

APPROVED:

Director of Personnel

Date

DDS&T/FBIS-Pers, (1 June 1981)

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Distribution:

- Orig - Addressee, return to FBIS
- 1 - Director/Office of Personnel
- 2 - Deputy Director for Science and Technology
- 5 - Retained in FBIS
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